

WILBERFORCE UNIVERSITY



Job Posting

Posting Date: January 24, 2011

Closing Date: Open Until Filled

Financial Analyst

POSITION DESCRIPTION: Wilberforce University invites applications and nominations for the Financial Analyst position reports directly to the Assistant Controller. This position will be responsible for the oversight of several general ledger accounts. This will include the monthly close and reconciliation of those accounts and any analysis necessary to ensure the accuracy of the balances stated on the general ledger. This position will participate in administration of larger campus events as needed. The Financial Analyst position will prepare ad hoc reports and schedules as requested by financial managers.

OVERALL RESPONSIBILITIES: Updating documentation of procedures related to the general ledger accounts assigned; Perform monthly account reconciliations for assigned GL accounts and others as needed; Produce periodic and ad hoc reports and schedules as requested; Provide assistance in the annual external audit process; Provide assistance to monthly and fiscal year end closing processes; Ensure proper and consistent financial accounting methodology, techniques, and policies are used in University operations; Provide support for campus events as needed.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Bachelor's degree in accounting, finance or business management a must; Experience with GL account reconciliations; Experience in financial systems and process documentation; Excellent skills in spreadsheet design and Microsoft Office applications; High degree of organizational skills, accuracy and flexibility; Demonstrates the ability to multi-task.

MINIUM QUALIFICATIONS: Bachelor's Degree in Accounting/Finance; Experience working in business office setting; Experience with GL account reconciliations; Experience with Microsoft Office (Excel, Access, Word). Salary Range: \$30,000—\$35,000 depending on level of experience.

APPLICATION: The application review will continue until the position is filled. Apply online at www.wilberforce.edu and click jobs@wu. Application materials include the letter of application summarizing capabilities and experience, resume and three professional references. The search is confidential and references will not be contacted until the applicant is notified. Under separate cover, forward official transcripts to Office of the Human Resources, Wilberforce University, 1055 N. Bickett Road, Wilberforce University, Wilberforce, Ohio 45384.

THE UNIVERSITY: Founded in 1856, Wilberforce University is America's first private, coeducational University established to educate men and women of African descent; and is closely affiliated with the African Methodist Episcopal Church. Today, Wilberforce is a well respected private, residential liberal arts university with a clear mission, core values and vision for the future and is a noted pioneer in the Co-operative Education Movement.

Wilberforce awards the Bachelor of Arts and Bachelor of Science degrees in the areas of business, engineering and computing science, humanities, natural sciences, and social sciences; as well as the Master of Rehabilitation Counseling degree. The University is located in Wilberforce, Ohio, a community readily accessible to the Dayton, Cincinnati and Columbus metropolitan centers' social, professional and cultural amenities and airports.

Wilberforce University is an Equal Opportunity Employer